

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Drug and Alcohol
Job Code / Title:	Case Management Specialist Trainee
Position Number:	02
County:	Franklin/Fulton
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$15.39
Pay Range & Step:	12
Posting Length:	5 Business Days
Posting Dates:	09/04/2015 – 09/14/2015
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

A Bachelor's Degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or a related field; or a Bachelor's Degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences; or Any equivalent combination of experience and training

Job Posting

2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

SELECTION CRITERIA

1. Meet the minimum experience and training required for the job.

APPLICATION INSTRUCTIONS

2. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How to Apply" section.
3. Additional information may be obtained by calling: (717)261-3150

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 09/14/2015. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Job Posting

FRANKLIN COUNTY

DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST TRAINEE

June 9, 1998

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

This is professional work of a trainee nature in the field of drug and alcohol providing, a full range of case management services under the supervision of a higher level professional.

Employees in this class participate in a formalized training program in order to acquaint them with the functions of drug and alcohol case management. The training, which is a combination of formalized instruction as well as on-the-job training, is geared to providing the employee with the knowledge, skills and abilities needed to provide a full range of case management services to alcohol and other drug clients. As training progresses employees are given more latitude in terms of identifying, referring and authorizing appropriate services for the alcohol and other drug clients in order to ensure that they have access to services in a continuum of care. Employees receive training and work towards sharpening their interpersonal skills in order to enable them to develop a rapport with the client they are serving, and become a client advocate so as to assist them throughout the provisions in their services plan. Employees begin to monitor client progress in the treatment system. Employees receive training in the appropriate regulations, policies and procedures and are encouraged to develop skills involving initiative and independent judgment. As training progresses the employees are responsible for managing a small caseload of clients and are expected to carry out the administration of this caseload under direct and close supervision. Supervision is received from a higher level case manager or from a supervisory or administrative staff member.

ESSENTIAL FUNCTIONS OF JOB

1. Learn appropriate assessment practices and techniques in order to obtain necessary

Job Posting

- information from clients, family and/or involved collaterals for the identification of service needs for drug and alcohol related problems.
2. Receive training and assists in the determination of the level of care required based on placement guidelines.
 3. Receives training and assists in the determination of appropriate funding arrangements and learns to authorize or recommend services for alcohol or other drug clients.
 4. Participates in monitoring client treatment progress and/or the performance of utilization review activity.
 5. Receives training and assists in the coordination and provision of access to available alcohol and other drug and ancillary services, such as housing, child care, medical and financial services.
 6. Learns to develop and implement a client service plan based on the results obtained from the assessment process.
 7. Receives training and assists in the orientation of clients to the program, policy, procedures and treatment process.

DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST TRAINEE

Page 2

Position Description

ESSENTIAL FUNCTIONS OF JOB (Cont'd)

8. Learns to conduct client follow-ups at required intervals.
9. Develops skills in serving as an advocate for client.
10. Performs other related duties as required.

OTHER DUTIES OF THE JOB

1. Provide community outreach services/training as needed.

Job Posting

2. Attend meetings, training, in services as required.
3. Assist in resolving client/program complaints.
4. Perform other job related duties as required.

SUPERVISION RECEIVED

Will receive initial training and upon successful completion to Supervisors satisfaction, will receive occasional instruction and supervision from Program Specialist, in regard to daily work duties.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting and temperatures, but with fluctuations in ventilation temperature.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of clients.
5. Travel periodically to clients or other work-related sites.

PHYSICAL AND MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential duties of job.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands;

Job Posting

- feet/legs; torso necessary to carry out duties of job.
3. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
 4. Must demonstrate emotional stability.
 5. Must be able to cope with the physical and mental stress of the position.
 6. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
 7. Must be able to pay close attention to details and concentrate on work.

DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST TRAINEE

Page 3

Position Description

QUALIFICATIONS

- A. **EDUCATION/TRAINING**
Bachelor's Degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or related field; or a Bachelor's Degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences;
- B. **WORK EXPERIENCE**
Any equivalent combination of experience and/or other related training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Must possess effective communication and interpersonal skills.

Job Posting

3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers and other office equipment.
7. Must possess a valid Pennsylvania Driver's License and willingness to travel as needed.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess ability to make accurate observations through verbal communication and body language and to keep accurate statistics in regard to client base.
10. Must possess academic knowledge of drug/alcohol prevention and ability to conduct training and awareness programs as needed.
11. Must possess effective counseling and assessment techniques, psychological skills in dealing with addicts.
12. Must possess the ability to understand court orders and to complete forms and paperwork as required.
13. Knowledge of social case work principles and methods.
14. Knowledge of addiction as a disease and its treatment.
15. Knowledge of current social, economic and health problems.
16. Ability to establish and maintain an effective working relationship with clients from various cultures and social economic backgrounds.
17. Ability to communicate effectively, both orally and in writing.
18. Ability to interpret regulations, policy and procedures and apply them accordingly.
19. Ability to work with persons with physical, mental or emotional disabilities or who are economically disadvantaged or who are involved with the criminal justice system.

Job Posting

20. Ability to establish and maintain effective working relationship with other members of staff, outside agencies and institutions and the general public.

DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST TRAINEE

Page 4

Position Description

I HAVE READ THE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF D&A CASEMANAGEMENT SPECIALIST TRAINEE (DRUG AND ALCOHOL) AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

Job Posting

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.